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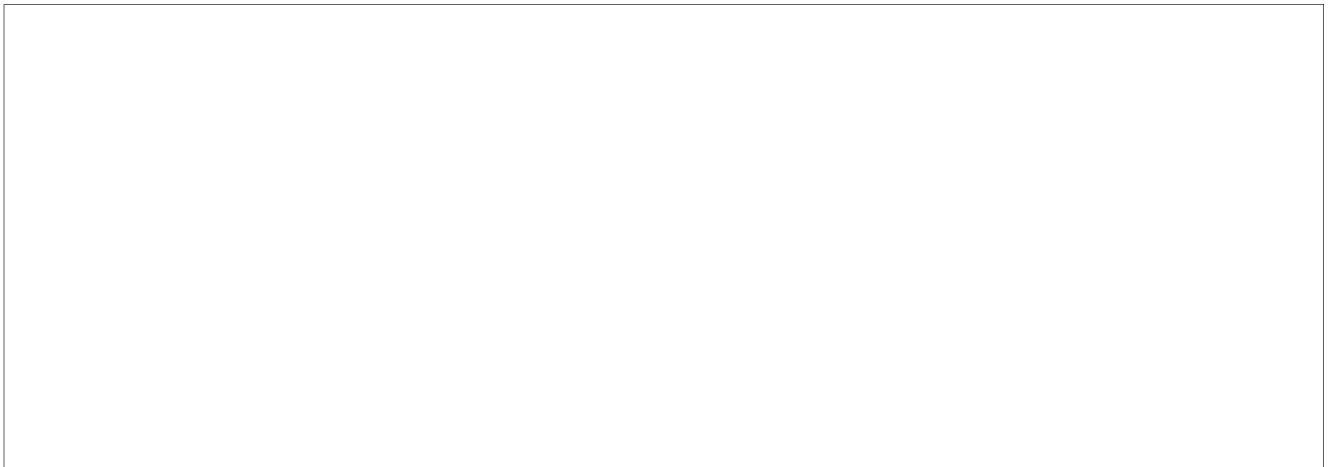
OC-1038-86
30 October 1986


MEMORANDUM FOR: Deputy Director for Administration

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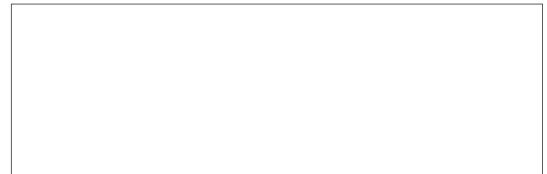

Director of Communications

SUBJECT: Weekly Report



25X1 3. The Office of Communications (OC) Safety Officer continues to monitor the  asbestos removal project. Laboratory results for air samples submitted during the week of 13 October have been returned. All of the submitted air samples were well below maximum standards, indicating that the asbestos removal project is progressing in conformance with the Occupational Safety and Health Act and Environmental Protection Association regulations.

4. OC has developed a formally structured seminar on stress which will be administered to OC employees and families prior to their departure for assignments overseas. The course is also scheduled to be delivered at OC's major base station facilities abroad and will be incorporated into at least two current management courses. The Office of Medical Services assisted by providing the subject matter expertise.



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7. Based on a 23 October meeting with the National Communications System (NCS) Council of Representatives, OC is reviewing a proposed NCS Issuance System and a proposed standardized format for establishing "Funding Memorandum of Agreements" between member agencies and the NCS. Guidance is being sought from the Office of General Counsel and the Office of the Comptroller on these issues.

8. OC representatives attended a seminar focusing on security related matters held at the FBI Academy, Quantico, Va. during the reporting period. The seminar was conducted under the requirements of the Director of Central Intelligence minimum standards for security awareness programs in the US Intelligence Community.

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